

Interview Preparation Template

kvgoldsmith.com

Interview topic:	
Type of interview/format:	
Name of interviewer:	
Date/time/place of interview:	
Date of broadcast/publishing:	
Target audience for interview:	
Other views being sought:	
Core message/s:	1. 2. 3.
Supporting info/facts/figures	
Other info if time available	
Have I answered WHO WHAT WHEN WHERE WHY & HOW?	
Key contact information	
Opportunity to say...	
Hardest question I could be asked?	
Strategy for answering	
Other possible questions to be prepared for	